



TeamWorks Travel & Expense

Create Travel Allowance (Meals Per Diem) with a New Expense Report No Overnight

Create Single Day Trip Per Diem

1	On the My Concur or Expense page, click on New Expense Report tab.
2	The Report Header window will open. Complete all the necessary fields.
3	Click Next .
4	A Travel Allowances box opens. Travel Allowances = Meals Per Diem in TTE. Click on Yes to open the entry form.
6	Click on Go To Single Day Itineraries at the bottom right of the open window if the Multiple Day Entry form opens.
7	Enter your Start Location for the date you want to claim Travel Allowances (Per Diem) for.
8	In the Depart field, enter the time you left your Start Location .
Note: You must enter am or pm for time entry.	
9	Enter your final business stop of the day in End Location . You MUST chose an end location that displays (Single Day) in the city name.
10	In the Arrive field, enter the time you arrived at the End Location .
11	In the Depart field, enter the time you left the End Location to return home.
12	In the Back (at Origin) field enter the time you returned to your Start Location and press the Tab key. The total hours will be calculated in the Hours field automatically

	for you.
13	Follow steps 7-12 to enter any other days you want to claim Travel Allowance (Per Diem) for.
14	Click Save Itineraries .
15	Click Next .
16	Click Next .
17.	If any of the meals were provided for you, click on the checkbox next to that meal.
18.	Click Create Expenses .
19.	The Travel Allowance (Per Diem) for each day requested will be entered automatically in your Expense Report if it meets the Travel Policy Criteria.

Add Travel Allowance (Meals Per Diem) Entry to an Existing Expense Report No Overnight

Update Single Day Trip Per Diem

1	Open Existing Expense Report from My Concur/Active Work or Expense/View Reports .
2	Click on Details..
3	Click on New Itinerary .
4	Click on Go To Single Day Itineraries at the bottom of the open window if the Standard Itinerary opens.
5	Enter the date you want to add a Travel Allowance for in the Choose Date field.
6	Click Go .

7	Enter your Start Location , Depart Time , End Location (must say (Single Day) next to city name), Arrive Time , Depart Time and Back at Origin time and depress the Tab key.
Note: For Single Day Travel Allowance the final business stop of the day must be a city that has (Single Day) after the name to receive the 100% allowance.	
8	Repeat step 7 for each day you want to claim a Travel Allowance (Per Diem).
9	Click Save Itineraries .
10	Click on Expenses & Adjustments
11	If any of the meals were provided for you, click on the checkbox next to that meal.
12	Click Update Expenses .
13	The additional Travel Allowance (Per Diem) will be entered automatically in your Expense Report if it meets the Travel Policy Criteria.